

CONFIDENTIAL

25 February 1987

Director of Management and Planning,

DS&T

Room 6E45, Headquarters

For your information.

Director, FBIS

1013 Key

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C O N F I D E N T I A L

24 February 1987

MEMORANDUM FOR: Chairman, Occupational Safety and Health Committee

FROM:

[REDACTED]

Chief, Administrative Staff, FBIS

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SUBJECT: Designated Smoking Areas

REFERENCE: Headquarters Notice HN 12-4-1

1. Pursuant to Reference, it is requested that the following areas be designated Smoking Areas:

- ° AMES Building: Southwest corner of third floor hallway adjacent to the Emergency Exit; and Rooms 306 and 317 (shared rooms with specific internal arrangements agreed to by all occupants).
- ° KEY Building: East end of second floor corridor; Room 203B (a shared room where both employees concur in the designation); East end of third floor corridor, third floor Men's room; Rooms 303B and 312A (when not in use as conference rooms); Rooms 400 and 403B (when not in use as conference rooms); fourth floor Ladies room; Tenth floor Ladies room; Room 1115 (when not in use for meetings); and the West stairwell on floors 2, 3, 4, 5, 10 and 11.

2. The foregoing is an aggregate request on behalf of the Foreign Broadcast Information Service, DD/S&T. Any requests for additional information should be referred to [REDACTED] of my Staff on Green 33-1320

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